



BOB RILEY  
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BEN M. SPILLERS  
Risk Manager

MEMORANDUM

To: Departmental/Agency Heads/Training Directors

From: Ben M. Spillers  
Risk Manager

Re: State Employee Assistance Program  
Training (Time Management)

Date: May 2, 2008

The State Employee Assistance Program (SEAP) is providing a one hour seminar on time management. This training session is open to all state employees of agencies currently participating in our SEAP. The number of participants for this training will be limited to the number of slots available at each training location, date, and time shown below.

We request that you provide widest dissemination of this training announcement throughout your agency and encourage supervisors to allow as many employees as possible to attend the seminar held in their work location. The number of training slots filled will be based on a first call, first served basis for each training location. The training dates, time and location are as follows:

- For Montgomery County and surrounding counties:

Location: Gordon Person Building Auditorium in Montgomery  
Address: 50 North Ripley Street 36130  
Date: June 5, 2008  
Time: 11:00 until Noon  
Available Slots: 320

- For Jefferson County and surrounding counties:

Location: Department of Rehabilitation Services in Homewood  
Address: 236 Goodwin Crest Drive 35209  
Date: June 11, 2008  
Time: 11:00 until Noon  
Available Slots: 80

- For Mobile County and surrounding counties:

Location: Department of Human Resources in Mobile  
Address: 3103 Airport Boulevard 36603  
Date: June 18, 2008  
Time: 11:00 until Noon  
Available Slots: 95

- For Madison County and surrounding counties:

Location: Department of Human Resources in Huntsville  
Address: 2206 Oakwood Avenue NW 35810  
Date: June 25, 2008  
Time: 11:00 until Noon  
Available Slots: 90

We ask that each work location consolidate their request for the total number of slots when possible. Names of participants aren't needed, only the number of slots you need for your agency and the location. Also, please provide the phone number, e-mail address, and name of your point of contact. You may submit your request for training slots to the SEAP Director, Mr. Sam Boswell at (334) 223-6153 or e-mail to [sam.boswell@finance.alabama.gov](mailto:sam.boswell@finance.alabama.gov). If you have any questions regarding these training sessions, please contact Mr. Boswell via phone or e-mail shown above. Please ensure your employees are informed of the location and address for each training site.